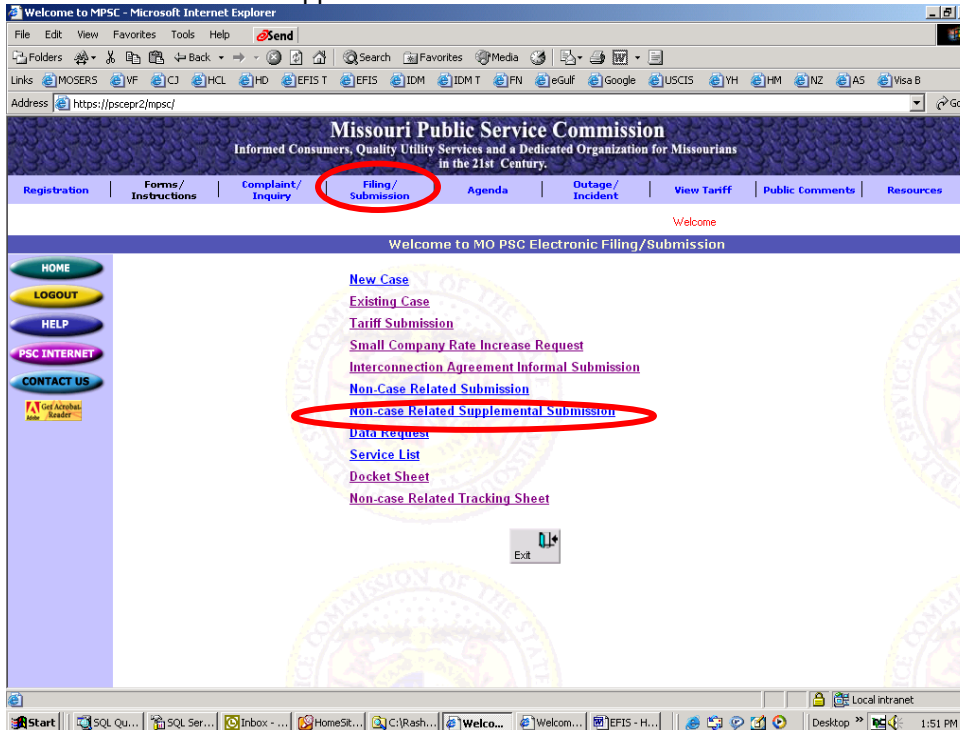


Missouri Public Service Commission

EFIS – How do I file a subsequent filing to an existing Non-Case Related Submission?

In order to use this option, you are required to obtain User ID using [How do I get my User ID?](#). Log on EFIS using [How do I log on EFIS?](#). Click on Filing/Submission menu option and then click on Non-Case Related Supplemental Submission link.



You will receive following Non-Case Related Supplemental Submission screen.

The screenshot shows the 'Supplemental Submission' form. The form includes the following fields and instructions:

- Step 1:** Enter your Tracking No and then tab out. (Field: Tracking No. with value BMAR-2007-0041)
- Step 2:** Enter Title of Your Submission. (Field: Title of Submission with value Electric Non Case Related Submission)
- Step 3:** Select Company for which you are filing on behalf of. (Field: Filing on Behalf Of with a dropdown menu)
- Step 4:** Click on Continue button. (Button: Continue)

The form also includes a 'Required Fields' section, a 'Utility Type' field (Electric), and a 'Type Of Submission' field (Non Case Related Submission). The bottom of the form has a 'Continue' button and an 'Exit' button.

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You will receive following Attachment screen.

Note: You cannot use any special characters (% "& ^*#@) in filenames except an underscore or hyphen.

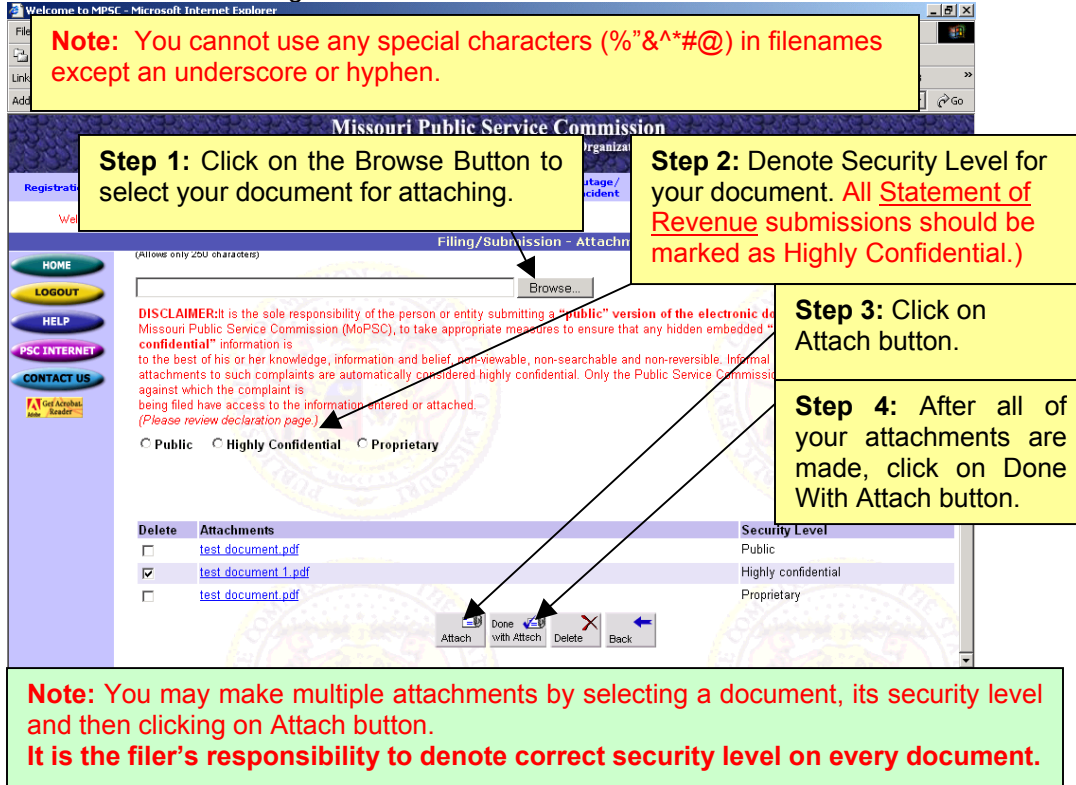
Step 1: Click on the Browse Button to select your document for attaching.

Step 2: Denote Security Level for your document. **All Statement of Revenue submissions should be marked as Highly Confidential.)**

Step 3: Click on Attach button.

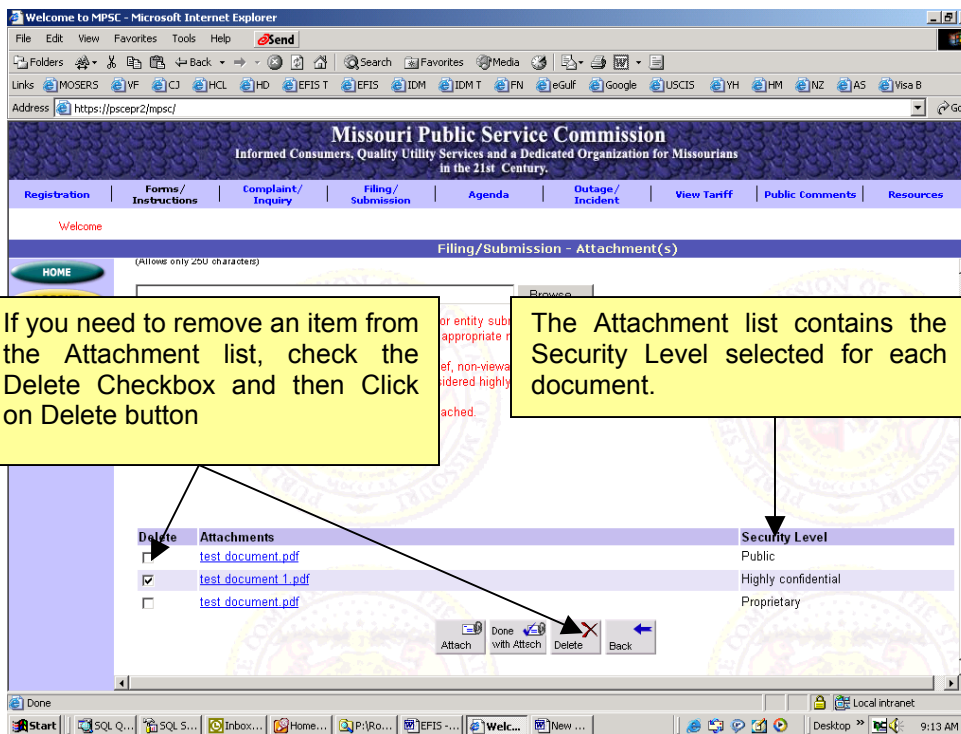
Step 4: After all of your attachments are made, click on Done With Attach button.

Note: You may make multiple attachments by selecting a document, its security level and then clicking on Attach button. It is the filer's responsibility to denote correct security level on every document.



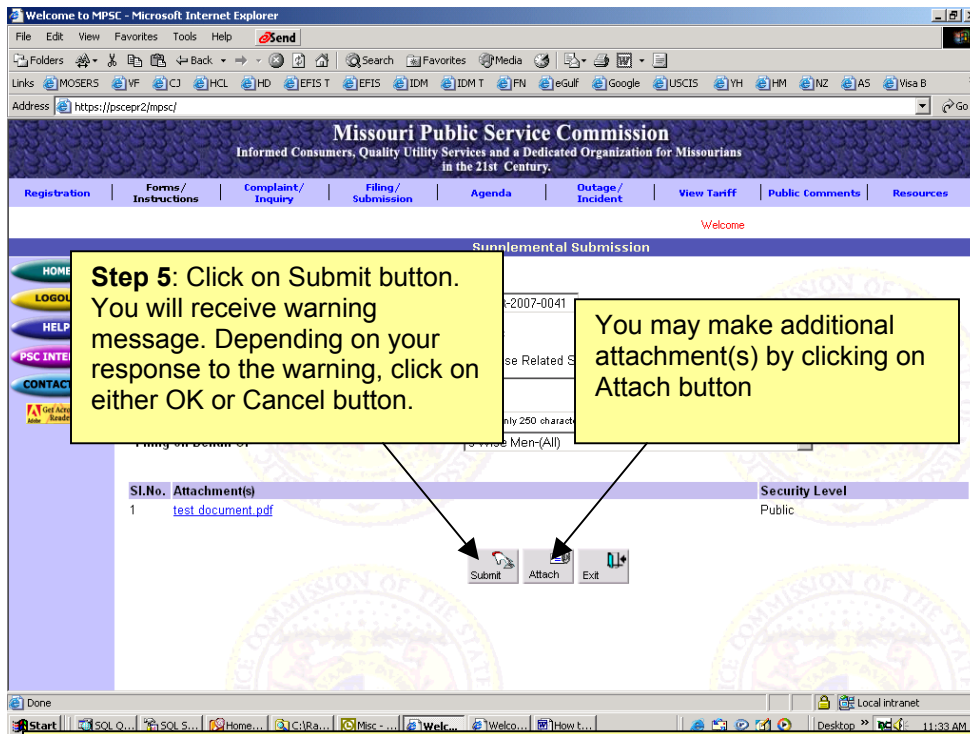
If you need to remove an item from the Attachment list, check the Delete Checkbox and then Click on Delete button

The Attachment list contains the Security Level selected for each document.



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On successful filing, you will receive a confirmation message (similar to following).
Your request for Supplemental submission, BMAR-2007-0041, has been successfully submitted.